



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF THE GREAT LAKES
COASTAL ZONE MANAGEMENT PROGRAM REQUEST FOR PROPOSALS
The State is authorized to provide grant assistance pursuant to the Coastal Zone Management Act of 1972, as amended.

COASTAL ZONE MANAGEMENT PROGRAM
FISCAL YEAR 2018 REQUEST FOR PROPOSALS

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I. Introduction

Bordered by four Great Lakes, Michigan is graced with the world's longest freshwater coastline. The Michigan Coastal Zone Management (CZM) Program, housed in the Office of the Great Lakes, promotes wise management of the cultural and natural resources of Michigan's Great Lakes coastal areas by fostering environmental stewardship through the development and application of tools, science-based policies, and effective regulation.

The CZM Program provides grant funds to our coastal communities and partners to assist in the development of vibrant and resilient coastal communities through the protection and restoration of our sensitive coastal resources and biologically diverse ecosystems, and development of coastal recreation and tourism opportunities. These grant funds are made available by the National Oceanic and Atmospheric Administration (NOAA), pursuant to the Coastal Zone Management Act (CZMA) of 1972. The CZM Program anticipates \$700,000 in grant funds will be available in the funding cycle covered by this Request for Proposals (RFP).

The CZM Program strongly encourages interested applicants to contact program staff early in the proposal development process for assistance and guidance. Complete applications will be evaluated for funding based on the following considerations:

- CZM Program Focus Area preferences
- Overall quality and clarity of the application
- Organizational capability of the applicant to complete the project as proposed
- Project readiness and feasibility for completion within the specified grant period
- Degree of public benefit to be derived from the project
- Measurability of project outcomes
- Extent to which the project leverages private and other public resources

Please contact the following individuals for the following project types:

Coastal Hazards	Matt Warner	517-284-5051	warnerm1@michigan.gov
Coastal Community Development	Matt Smar	517-284-5049	smarm@michigan.gov
Coastal Habitat	Karen Boase	517-284-5037	boasek@michigan.gov
Public Access	Ronda Wuycheck	517-284-5040	wuycheckr@michigan.gov

II. CZM Program Focus Area

The CZM Program will be accepting applications for the following four focus areas: Public Access, Coastal Habitat, Coastal Hazards, and Coastal Community Development.

A. Public Access

The Great Lakes are a primary focus for recreation and tourism in Michigan. The CZM Program protects, restores, creates, and enhances public access to the Great Lakes using approaches that support coastal communities, foster appreciation of our natural resources, and create tourism opportunities.

Examples of projects eligible for CZM support are comprehensive plans for non-motorized trails, including research, surveys, and mapping to support the planning process; assessments of existing trails to identify and analyze gaps in access, signage, user amenities; development of engineering/design plans; and low-cost construction of universally accessible pathways, boardwalks,

floating docks, pervious launching areas, canoe/kayak storage racks, or other site amenities. Preference will be given to projects that:

- Increase and improve universal public access to the Great Lakes with the use of sustainable materials for construction.
- Develop trail towns, by linking recreational trails with tourism opportunities, through the development of a Trail Town Master Plan that provides a framework for capital improvement, or implementing Trail Town Master Plan recommendations.
- Conduct educational and outreach activities to improve public and coastal decision maker's understanding and stewardship of trail towns and coastal community trail access to the Great Lakes and connecting waters, and its importance to communities and the economy.

B. Coastal Habitat

The CZM Program is committed to protecting, managing, and restoring sensitive coastal habitats, including wetlands and sand dunes. Coastal wetlands serve as spawning and nesting habitat for a variety of animals, help maintain water quality, provide erosion control, and offer recreational and tourism opportunities. Michigan is home to the world's largest expanse of freshwater sand dunes, and protection of these resources and the habitat they provide remains a significant focus of the program.

Examples of projects eligible for support are on-the-ground protection and restoration projects for Great Lakes beaches, sand dunes, coastal wetlands, streams, and nearshore habitat; feasibility studies and planning for habitat protection, restoration, and resource management, and inventories of natural features that are incorporated into a local or statewide plan.

Preference will be given to projects that:

- Incorporate place-based approaches into restoration and conservation projects.
- Implement invasive species early detection, response, and strategic control with a focus on restoration and mitigation of impacts in coastal areas.
- Assist coastal communities to develop vulnerability assessments for improving the resiliency of coastal wetlands to climate change impacts.

C. Coastal Hazards

The CZM Program is committed to increase coastal resilience, promoting nature-based coastal protective systems where feasible. Coastal resilience means the ability to absorb and adapt to coastal storms, erosion, and flood hazards throughout the range of Great Lakes water levels. Hardened shore protection such as seawalls and revetments are costly and negatively affect natural coastal processes. The sustainability of naturally protective beaches can be fostered through proper siting and retrofitting of coastal development, investigation and application of regional coastal sediment management approaches and implementation of softer nature-based shore protection approaches (where conditions allow). Such naturally protective beaches are a key component of vibrant and resilient coastal communities.

The CZM Program continues to support local efforts to improve beach safety at publically-owned beaches to reduce risks to swimmers from rip currents and other dangerous nearshore currents.

Examples of projects eligible for support include: implementing a zoning ordinance or overlay zone to locate development away from erosion and flood hazard areas; site planning on public lands for relocation of infrastructure away from eroding shorelines or coastal flood areas; conducting vulnerability and risk assessments to map vulnerable development and infrastructure; conducting coastal geology

and process studies to understand local shoreline change and sediment transport to support improved management; design or implementation (demonstration) of small-scale nature-based shoreline protection; and development/implementation of rip current monitoring and warning systems.

Preference will be given to projects that:

- Advance understanding of coastal sediment resources and management and/or coastal processes such as wave run-up impacts and sediment transport/budget.
- Advance the use of nature-based shore protection methods, including living shorelines and those incorporating a systems approach to geomorphic engineering approach (SAGE; <http://www.sagecoast.org>), in a Great Lakes context.
- Include development of education and outreach tools (e.g., visualization tools, story maps) or decision support tools that effectively communicate the dynamic nature of the coast through various water levels and associated vulnerabilities and risks.

Design or implementation of traditional hard engineered shore protection or large-scale beach nourishment projects are not eligible.

D. Coastal Community Development

The CZM Program supports coastal community efforts to plan and manage future growth and development on lands adjacent to the coast, while protecting coastal natural resources, maritime heritage resources, water-dependent livelihoods and recreation, and other assets and activities that contribute to the community's sense of place.

Examples of projects eligible for CZM support are port and waterfront redevelopment plans, form-based codes and overlay districts, development and promotion of regional coastal tourism and recreation opportunities, engineering studies, feasibility studies, market analyses, tourism asset inventories, natural features inventories, and other research designed to inform community planning, zoning, and development efforts. Competitive proposals incorporate techniques and tools for fostering inclusive, creative, and informed citizen participation. Community land use plans and zoning ordinances must be developed in accordance with the requirements of applicable state planning and zoning enabling statutes.

Preference will be given to projects that:

- Encourage waterfront commercial and recreational uses that are resilient to changing Great Lakes water levels.
- Prioritize development or redevelopment of properties in urbanized areas and avoid development of coastal habitats, floodplains, and open space.
- Create regional tourism development and marketing initiatives focused on coastal natural resources and maritime cultural resources.
- Develop regional or multi-jurisdictional strategies to build coastal resilience on Michigan's Great Lakes coastline that include public education and outreach.

III. Funding Availability

A. Who is Eligible

- Coastal units of government including cities, counties, villages, and townships
- Regional planning agencies
- Universities and school districts

- Tribal governments
- Nonprofit organizations

B. Who is Ineligible

An applicant for whom any of the following conditions existed in the 12 months prior to the application deadline for this RFP is not eligible for funding:

- DEQ grant contract terminated.
- Unresolved DEQ enforcement actions.
- History of inability to manage or meet DEQ contractual terms and conditions.

Note: nonprofit organizations are not eligible to propose low-cost construction projects.

C. Grant Amounts

No less than \$10,000 and no greater than \$100,000.

Project Location

Low-cost construction projects (e.g., footprint) must be located entirely within the approved Michigan's CZM Program coastal boundary. Other projects must lead to improved coastal management within the CZM boundary. Please refer to the [coastal zone boundary maps](http://www.mi.gov/coastalmanagement) available through www.mi.gov/coastalmanagement.

D. Match Requirement

A 1-to-1 non-federal match is required for all projects. Applicants are to provide documentation of committed match funds. Match may be in the form of cash, in-kind services, or donations.

E. Project Award Period

The anticipated project start date is October 1, 2017, and up to 15 months from the start date of the project. Projects will be evaluated on project readiness and feasibility for completion within this time frame.

F. Ineligible Uses for Grant Funds:

- Land acquisition projects.
- Plans and designs for general recreational and athletic facilities such as playground equipment, ball fields and courts.
- Plans and designs for restroom facilities.
- Dredging projects including removal of contaminated sediments.
- Roadway design projects.
- Recreation plans.
- Purchase of general purpose equipment such as computers, cameras and/or printers.
- Large-scale beach renourishment or hard structure erosion control projects.
- Permit fees.

G. Application Deadline

Complete applications must be postmarked, or hand-delivered, no later than December 16, 2016.

H. Application Submittal

Provide an electronic copy of the application (MS Word or text file) and associated materials as described below on a CD or USB flash drive (non-returnable) with a hardcopy cover letter signed by an authorized representative of the applicant on the applicant's letterhead.

Note: Faxed or e-mailed submissions will not be accepted and late or incomplete applications will not be considered for funding.

IV. Information for Applicants

Proposal information will not be kept confidential. Grant proposals are considered public information under the Michigan Freedom of Information Act, PA 442 of 1976, as amended.

Successful applicants will be required to enter into a grant agreement with the DEQ which includes standard terms and conditions which are not subject to modifications. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

Successful applicants will also be required to provide proof of a successful audit for a period ending within the 24 months immediately preceding the proposal due date.

V. Application Package

Applications can be no more than 10 pages in length with text no smaller than 11-point font size. Maps and illustrations are not subject to the overall application length limit. Additionally, letters of resolution and support are not subject to overall application length limit. A cover letter signed by an authorized representative of the applicant and on the applicant's letterhead must accompany the application. Applications submitted to:

Ronda Wuycheck, Chief
Michigan Coastal Zone Management Program
Office of the Great Lakes
Department of Environmental Quality
P.O. Box 30473
Lansing, Michigan 48909-7973

A. Application Cover Page

The cover page should list the project title, location (e.g., city, township, village), county, and the relevant Great Lake or connecting waterway. It must clearly state the grant amount requested, match amount provided, and total project cost, if greater than the sum of the grant and match amounts. Information about the applicant must include:

- Applicant agency or organization name.
- Applicant mailing address.
- Authorized representative's e-mail address.
- Authorized representative's telephone number.
- Authorized representative's fax number.
- Applicant Federal ID#.
- Applicant DUNS #.

- Name, title, and contact information of an organization contact person, if different from that of the applicant's authorized representative.
- Congressional District, State Senate District, and State House District numbers of project location.

B. Proposed Project Summary

Provide brief summary (150 words or less) of the proposed project including the name of the applicant organization and partners, if relevant, the coastal resources that are the focus of the effort, and the coastal significance and primary outcomes of the project.

C. Detailed Proposed Project Description

The following information is required in the detailed proposed project description:

- Project scope, why the project is needed, and how it addresses the CZM Program Focus Area preferences.
- List of key project tasks and the outcome(s) of each task.
- List of deliverable(s).
- Project schedule showing the progress and completion of key project tasks by quarter. The schedule must show that all tasks will be completed within the project period.
- Source of match.
- Project coordinates are in decimal degree format or are expressed in degrees, minutes, seconds. If there is no specific project point location (e.g., regional or statewide study), please provide coordinates for the location of your organization and label as such.

Additional Information Required for Low-cost Construction Projects (e.g., 306A – earth moving activities)

i. Provide the following:

- Specific location of construction project (e.g., county and, where available, coordinates or street address).
- Site conditions (e.g., natural habitat, already disturbed, brownfield, degraded, etc.).
- Timing of construction activities.
- Construction materials.
- Construction operation practices.

ii. If a user fee will be charged to the public to access the project, provide an explanation for the user fee, including the amount, whether there will be differential fees (and a justification thereof), the need for the fees, and proposed use of the revenue.

iii. List and Describe Direct, Indirect, and Cumulative Impacts of the Following:

- Coastal uses.
- Marine mammals (provide list of mammals present and activities, noise, etc. that would result in the "take" of marine mammals. "Take" under the Marine Mammal Protection Act (MMPA) means the act or attempt to harass, hunt, capture, kill, or collect).
- Essential Fish Habitat (list essential fish habitat present and describe the project's impact to reduce the quantity or quality as designated by NOAA's National Marine Fisheries Service NMFS).

- List historic properties, including archeological resources and historic structures of traditional religious and cultural importance to federally-recognized American Indian Tribal Governments and any potential adverse impacts or otherwise detrimental effects to these resources and structures, or to the long-term conservation of fish, wildlife, and other natural resources.

iv. If the project is located in a Special Flood Hazard Area, as depicted on a National Flood Insurance Rate Map, identify the specific flood zone(s) (e.g., V1-30 zone, A1-30 zone), and indicate whether the community is participating in the National Flood Insurance Program.

The following information, if relevant, is strongly encouraged to increase the competitiveness of the application:

- Explanation of how the proposed project is consistent with existing plans and ordinances.
- Indication of local support for the project, and identification of agencies or organizations partnering on the project. Letters of support from the public and letters of commitment from project partners may be included in the application submittal as hardcopies or Portable Document Format (PDF) files and will not count toward the 10-page application limit.
- A letter from each entity contributing match, with amount specified, must be received and will not count toward the 10-page application limit.
- Description of how the proposed project leverages other technical or financial resources.

v. Property Ownership Type

a. Public Ownership Affidavit

If the property on which construction will occur is not subject to easements or other encumbrances held by a party other than the applicant, prepare and submit a hard copy or a PDF version of a Public Ownership Affidavit. Example can be found at www.mi.gov/documents/deq/deq-ogl-czmp-PublicOwnershipAffidavit_407110_7.doc.

b. Attorney Title Opinion

If property on which construction will occur is subject to easements or other encumbrances held by a party other than the applicant, prepare and submit a hard copy or a PDF version of an Attorney Title Opinion. Example can be found at www.mi.gov/documents/deq/deq-ogl-czmp-AttorneyTitleOpinion_407108_7.doc.

vi. Project Site Map/Plan and Photographs

Submit an 8 ½" x 11" drawing of the project site map/plan including project dimensions (e.g., size and height) along with photographs of the proposed construction location. If the proposed project includes low-cost construction (or other physical alteration) activities on the project site, it must show the footprint of the project, the relationship of the project to other facilities, and significant natural features such as slope, access points, wetlands, dunes, floodplains, etc. Distinguish between existing and proposed site conditions of the site. A master plan for the site, if one exists, and sketches necessary to fully explain the project should be included.

vii. Documentation of Endangered or Threatened Species

Provide a list of threatened or endangered species or critical habitat in the project area and submit documentation that either none exist in the project area, or if species or habitats are present or would potentially be impacted, that the project will not likely have an adverse impact on endangered or threatened species or habitat (i.e., a letter or e-mail from the relevant service(s) stating no adverse impacts with an explanation).

D. Project Tasks and Schedule

Display time lines for major tasks, target milestones for critical intermediate and final products, and key project outcomes/deliverables.

Tasks	Oct-Dec 2017	Jan-Mar 2018	Apr-June 2018	Jul-Sep 2018	Oct-Dec 2018	Outcome/Deliverables
1.						
2.						
3.						
4.						
5.						

E. Organizational Capability

Describe the qualifications of the individual(s) anticipated to work on the project and the past experience of the applicant in managing grant projects.

F. Detailed Project Budget

Download and use one of the following budget forms based on your organization's approach towards project indirect costs:

- Please utilize this budget form if the project does not require any reimbursement of indirect costs. [OGL Project Budget Worksheet – Federal and Non Federal Funds](http://www.michigan.gov/documents/deq/deq-ogl-BudgetProposal-FedandNonFedFunds_536539_7.xlsx) (www.michigan.gov/documents/deq/deq-ogl-BudgetProposal-FedandNonFedFunds_536539_7.xlsx).
- Please utilize this budget form if the project requires reimbursement of indirect costs, but the applicant does not have a Negotiated Indirect Cost Rate Agreement (NICRA). This budget form will calculate the indirect costs utilizing a 10% de minimis rate. [OGL Project Budget Worksheet - 10 Percent De minimis](http://www.michigan.gov/documents/deq/deq-ogl-Budget_Proposal-10percent-de-minimis_536541_7.xlsx) (www.michigan.gov/documents/deq/deq-ogl-Budget_Proposal-10percent-de-minimis_536541_7.xlsx).
- Please utilize this budget form if the applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) and is asking for reimbursement of indirect costs. A copy of the NICRA must also be submitted with the application. [OGL Project Budget Worksheet – \(NICRA\) Federally Negotiated Indirect Cost Rate](http://www.michigan.gov/documents/deq/deq-ogl-Budget-Proposal-NICRAFederally-Negotiated-Rate_536547_7.xlsx) (www.michigan.gov/documents/deq/deq-ogl-Budget-Proposal-NICRAFederally-Negotiated-Rate_536547_7.xlsx).

The completed budget spreadsheet file should be included in the CD or USB flash drive with the application and will not count toward the 10-page application limit.

VI. Resolution of Support

Applications from local units of government must include a resolution of support or equivalent authorization from the legislative body. The resolution of support may be included in the submittal as a hardcopy or PDF file and will not count toward the 10-page application limit. An example can be found at www.mi.gov/documents/deq/deq-ogl-czmp-ResolutionofSupport_407111_7.doc

VII. Supporting Information

A. Additional Information Required for Projects Creating GIS or Environmental Data

i. Geospatial Data Sharing Requirements

In accordance with the NOAA Data Sharing Policy, all NOAA-funded projects require the following:

- Geospatial data and Geographic Information System (GIS) information collected and/or created under a NOAA grant will be made accessible and independently understandable to users.
- Information provided must be visible, accessible, and understandable to users.
- Data must be free of charge or available at a minimal cost.
- Information be made available in a timely manner (typically no later than two (2) years after the data is collected/created) except when limited by law, regulation, policy, or security requirements.

This policy applies to newly created data and not existing information that will be modified or used in projects. This policy does not apply to geospatial data that is created/maintained internally for planning purposes and is not shared outside of your organization. Applicants are required to submit the form entitled “NOAA Data Sharing Plan” found at

[http://www.michigan.gov/documents/deq/FINAL_NOAA_Data_Sharing_Plan_Document - MTW-GB 434732 7.doc?20130930092422](http://www.michigan.gov/documents/deq/FINAL_NOAA_Data_Sharing_Plan_Document_-_MTW-GB_434732_7.doc?20130930092422).

In the event the proposed project is awarded grant funding, the grantee creating the GIS information must satisfy the following requirements. Additional information will be provided on these conditions during grant contract award development:

- Develop Federal Geographic Data Committee Compliant Metadata.
- Expose/export metadata to geo.data.gov, the federal government’s one-stop geospatial portal.
- Publish your grant funded data layers online for free public access.

ii. Quality Assurance Project Plan

In the event that a grant creates new environmental data, a project-specific Quality Assurance Project Plan (QAPP) will be required by the CZM Program. Environmental data is any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. For projects requiring a QAPP, the QAPP must be submitted in early phases of the grant project and must be approved by the CZM Program prior to commencement of the environmental data collection. Expenses incurred from any environmental data collection conducted prior to final CZM Program approval of the QAPP will not be reimbursed or eligible as match.

The Michigan Department of Environmental Quality will not discriminate against any individual or group on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation. Questions or concerns should be directed to the Quality of Life – Office of Human Resources, P.O. Box 30473, Lansing, MI 48909-7973.